



TIPS FOR TAKING THE UNIFORM CPA EXAMINATION

Before the Examination

Schedule your test session early - as soon as you receive your Notice to Schedule (NTS) - at www.prometric.com/cpa This website is available 24/7 and can also be used to cancel or reschedule appointments.

Make sure your name on the Notice to Schedule (NTS) is exactly the same as on your ID documents. Any name discrepancies or ID issues must be resolved before the examination by contacting NASBA at 1-866-MY-NASBA (1-866-696-2722).

Learn how the examination software functions by reviewing the tutorial at www.cpa-exam.org, even if you have previously taken computerized Examination sections. Simulation version 1.5 software is in effect as of APRIL 1, 2006. This means that any simulation taken on or after that date reflects somewhat different functionality than was previously in use. Refer to "Response Types" under Simulations in the tutorial to learn how to respond to authoritative literature questions: for AUDIT, see *Review Letter Item Type* and *Professional Standards Item Type*; for FAR, *Accounting and Reporting Item Type*; for REG, *Tax Citation Item Type*.

Review the Sample Tests at www.cpa-exam.org to become familiar with examination format and to observe simulation version 1.5 software in action. Be sure to review how to use the *search* and *advanced search* functions. In addition, practice using the *spreadsheet* tool and understand how to work with the *online calculator*. *Software functions are unique to the CPA Examination and will NOT be the same as on your home or work computer.*

Pay special attention to the directions for transferring text in response to research questions. In order to move text into the response area, remember that you MUST split the screen and have the research tab on one page and standards on the other. Note also that some text cannot be selected for transfer. (For more information about this, read *Special Simulation Version 1.5 Instructions* on the www.cpa-exam.org website.)

Plan your examination time. Make sure you understand the difference between *examination time* (the time designated for the examination section) and *session time* (examination time plus 30 minutes allocated at the test center for the sign-in process and survey). *Allow about 35 minutes to complete each REG simulation and about 45 minutes to complete each AUD and FAR simulation.* If you are taking a section that consists of three multiple-choice question testlets and two simulations, plan the time you want to spend on each simulation and then divide the rest of the examination time into three equal parts to arrive at the time allocation for each testlet.

At the Examination

Be sure to bring your Notice to Schedule (NTS) and two valid forms of ID to the test center. You will not be permitted to test without required documents. *Report for testing at least 30 minutes early.*

Don't spend excessive time on the introductory screens. There is a time limit (about 10 minutes) on introductory screens and if that limit is exceeded, the test session will automatically terminate. If the session terminates, it will not be possible to re-start the examination, and you will have to reapply to take your scheduled section.

Report equipment/functionality issues to test center staff without delay. Don't try to fix the problem yourself and don't spend examination time thinking about it before you report it. Remind the test center staff to file a report describing the problem.

Report any concerns about test questions to test center staff after the session. Test center staff are not familiar with the examination and cannot help with inquiries about test questions. Concerns about test questions should be directed in writing to the AICPA (FAX to 609-671-2922) If possible, the question and testlet numbers should be included in the FAX.

Know your options in the event problems occur. Although equipment malfunctions are rare, they sometimes happen and may be corrected. For example, if text on the screen is illegible or distorted, if access to Authoritative Literature is not available, if the keyboard or mouse is not working, or if the computer keeps crashing, you should expect the problem to be resolved by test center staff. If you believe that the problem was not handled appropriately, contact NASBA at candidatecare@nasba.org

Remember that in the event of a power outage or an incident requiring a re-start, the computer clock will stop and you will NOT lose examination time. The clock will start running again only when your computer is re-connected to the power source and your examination is re-launched. Your responses up to the time of the re-start will not be lost as responses are saved at frequent intervals throughout the examination.

Test center staff cannot help with examination software functions. While test center staff are responsible for the equipment delivering the examination to you, they are not familiar with software functions that are unique to the CPA Examination. If you have questions or problems during the examination, READ the instructions and refer to the "Help" text. Also, be sure to review the tutorial and sample tests at www.cpa-exam.org before the examination.

After the Examination

Keep the Confirmation of Attendance form issued after the examination as it provides valuable contact information. As directed on this form, ***report any examination incidents/concerns in writing, even if these issues have already been reported by test center staff.***

If your Confirmation of Attendance did not print, your examination responses should NOT be affected. There is usually no connection between failure of the notice to print and the successful completion of the test session. If you do not receive Confirmation of Attendance at the test center, contact NASBA at candidatecare@nasba.org to receive a copy. Should there be an issue with your result file, NASBA will contact you.

If you did not click on "Done" to signify completion of the last testlet/simulation, your responses will still be captured. Examination responses are saved at frequent intervals throughout the examination.

If you feel that the circumstances surrounding your test administration prevented you from performing at a level consistent with your knowledge and skills, contact NASBA at candidatecare@nasba.org Reports regarding test center experiences must be filed as soon as possible after the examination, and well before scores are released.